

Guidelines for the Participant Assistance Program

Purpose:

The Participant Assistance Program provides funding and other assistance to qualifying individuals, groups and organizations to ensure effective public participation in the assessment of a development that is subject to a public hearing and is deemed to have significant public interest.

Who Can Apply:

Individuals, community groups, and not-for-profit organizations may apply for participant funding under the Participant Assistance Program.

Parties who demonstrated that they meet at least one of the following criteria may be eligible:

- 1) The applicant has clearly demonstrated an interest in the potential physical, social or economic effects of the development;
- 2) The applicant is a group of persons that has an established record of concern for or has demonstrated a commitment to the interest that it represents;
- 3) The applicant's work will assist the Panel in understanding the potential effects of the development and will contribute significantly to the hearing.

Who Cannot Apply

Individuals and organizations that are not eligible for funding are:

- 1) for-profit organizations;
- 2) those who have direct commercial interests in the project; or
- 3) local governments.
- 4) political parties

What and When Funding is Available

The minister responsible for *The Environment Act* will announce the establishment of the Participant Assistance Program for a particular project. Following this, a public notice with a brief description of the project, information on how to apply and, the specifics of the program including the closing date for applications will be circulated through newspapers, on the Clean Environment Commission website www.cecmanitoba.ca and through social media.

Expenditures that may be funded (see Eligible Expenditures)

The following expenses may be considered for funding:

- (a) professional fees for advice or assistance, including those of legal and expert advisors;
- (b) salaries of persons employed for the purpose of coordination, research and the preparation of materials, including secretarial services;
- (c) travel and accommodation expenses;
- (d) the purchase of relevant information material such as maps, documents and reports for the purpose of information, presentation and analysis;
- (e) information collection and dissemination;
- (f) accounting and audit services;
- (g) photocopying, postage and stationary;
- (h) telephone rental and charges;
- (i) translation services;
- (j) other expenditures related to the assessment that are approved by the minister.

Expenditures that will not be funded

- (a) lost income, such as wages lost as a result of attending meetings and hearings;
- (b) capital expenditures, existing salaries and overhead;

- (c) expenditures not directly related to the project assessment.

How the funding process works

Once the minister establishes the Participant Assistance Program for a particular project, a Participant Assistance Committee (PAC) will be formed. This committee will be made up of members of the Clean Environment Commission whose job will be to assess participant assistance applications and provide funding recommendations to the minister.

Application forms and instructions will be available for downloading on the Clean Environment Commission website or in printed form by contacting the commission directly.

Application forms are filled out and sent to the commission where the Participant Assistance Committee will review them. A committee meeting will then be held where applicants will be required to explain their request and may be asked questions by the committee.

The committee will then make recommendations to the minister regarding level of funding and any associated conditions. Should an applicant be successful, they may be requested to provide a more detailed work plan that includes any adjustments or conditions specified by the minister. Successful applicants will also be required to acknowledge they have read and understand the Participant Assistance Funding Terms and Conditions that specifies the level of funding to be provided and the conditions under which it can be spent and accounted for.

How to make an application

Application forms will be available to download from the Clean Environment Commission website www.cecmanitoba.ca, then by choosing the particular project or hearing of interest. Copies are also available by contacting the commission at:

Manitoba Clean Environment Commission
305-155 Carlton St.
Winnipeg MB R3C 3H8
204-945-0594
1-800-597-3556 (toll free in Manitoba)
cec@gov.mb.ca

Filling out the Application

1. Insert the name of the hearing or project that funding applies to.
2. Fill in the name of the applicant or organization. Ensure all contact information is included and complete so that you can be contacted should additional information be required or to allow for notification to continue the process.
3. Please provide information about your organization including the mandate, goals and the public that you serve. You may include any organizational publications you wish that may assist in providing information about your organization and its activities.
4. Please provide the name(s), title(s) and signature(s) of the person(s) authorized by your organization to sign documents on your behalf. If the authorized person(s) does/do not match those signing subsequent documentation (Funding Terms and Conditions, statement of account), those documents will be considered null and void. **If for any reason the authorized person changes during the hearing process, please advise the Commission immediately, in writing, of this change.**
5. Please include your **non-profit and GST numbers** or if you are an individual, please include your **SIN**.
6. Please provide the source of funding for your organization and attach the two most recent years' financial statements (for non-profits). If you are an individual or ad-hoc citizen group and these documents do not exist, please explain what resources you may have to assist in your participation. If these documents or an explanation are not included, **your application will not be processed.**

Please indicate what other sources of funding may be available to you as well as any in-kind services that may be supplied by members of your group or partners. (For example, coordination of the project will be done by a volunteer; a computer for use for this project is being supplied by a local company free of charge). Also indicate what the value of the in-kind services to be provided is. (For example what is the volunteer's time worth, what would it cost to hire someone to do this?; what would be the cost of renting the computer?).

If you do not receive Participant Assistance Funding, how will your participation be affected? Please be specific as to what activities may not take place without additional assistance.

7. How do you intend to participate? Please check off as many activities that apply. What particular topics do you wish to address? Will you be partnering with any other individuals, groups or organizations? Please list them.
8. Please provide a general activity plan that indicates the types of activities you wish to undertake and how they will contribute to the assessment of the project under review. An example will be provided. Individual formats may vary depending upon the activities and detail to be provided.
9. An estimated budget must be provided (Attachment A) that supports the activity plan. **Ensure that all taxes, including GST, are taken into account in this estimate.** This budget summary should be developed from the information provided in Attachments B,C,D and E. (see Current Provincial Expense Rates)

Legal and other advisors **must** be identified by name and the activity plan **must** be accompanied with letters from each advisor acknowledging that, should the project be funded, they would be committed to undertaking the activities in the time frame outlined for the amounts identified (sample provided).

10. Certification of this application is required. **Your application will not be processed until an original signed copy is received.**
11. Please indicate the availability of your spokesperson(s) to meet with the Participant Assistance Committee. Indication of general availability with your application will speed along the review of applications and the awarding of funds.
12. Please send **an electronic copy** of the completed application form to cathy.johnson@gov.mb.ca AND a **signed original** to:

Manitoba Clean Environment Commission
305-155 Carlton St.
Winnipeg MB R3C 3H8

Your application will not be processed until a signed original is received.

What happens next?

When the Clean Environment Commission receives your application, it will be reviewed for completeness and to ensure that a signed certification and advisor commitment letters are included. If the application is complete, the Participant Assistance Committee (PAC) will then review it for applicability to the terms of reference, content and level of financial need. A Participant Assistance meeting will then be called where the applicant will make a presentation regarding its application and the committee may ask questions of clarification.

Following this meeting the PAC will develop recommendations regarding conditions for participation and funding allocations that will be submitted to the minister. The minister will then decide on the final conditions and funding allocations. Once these decisions have been made and communicated to the applicant and the proponent, the Clean Environment Commission will then work with the applicant to finalize Funding Terms and Conditions consistent with the minister's decisions. (See Participant Assistance Funding Terms and Conditions)

Once the Terms and Conditions are signed, funds will be released dependent upon certain conditions.

Standard conditions that will apply:

- a) Up to 30% of the total funding may be made in the first installment.
- b) Additional interim advances may also be made but the total advanced will not total more than 75% of the total allocation. Interim advances will only be considered if they are requested in writing, are supported by an interim accounting of funds already spent and a cash flow forecast acceptable to the minister.
- c) Once the hearing is concluded, applicants will have **30 days** to submit an accountant certified Final Statement of Account to the PAC. The 30 days begins once the commission's report has been submitted to the minister. In fact, recipients will have up to 90 days after the conclusion of the public input activities, while the Commission is writing the report and an additional 30 days after that in which to prepare their accounting report.

If this accounting report is not received 30 days after the report is sent to the minister, or 120 days after the conclusion of the public input stage, **it will not be accepted**. The recipient may then be required to pay back any and all monies advanced.

Participants will be required to have their final accounting statement signed off by an accounting professional. An allowance for this will be made in the funds awarded. If the accounting statement is not signed off by an accounting professional it will not be accepted and the recipient may be asked to return any funds already advanced.

Additional conditions may be prescribed by the minister on a case-by-case basis.

On completion of the hearing, the PAC will review the accounting statement and determine whether the participant has complied with Terms and Conditions. The Committee will then make recommendations to the minister regarding final payment.

The minister will facilitate the final payment, recall funds or call for an audit of the recipients' books if it is considered necessary.

Participants will be required to keep their accounting information on hand for two years following the completion of the hearing, should the minister wish to have them inspected.